



Role Profile

LEAD OFFICER (WASTE MANAGEMENT - AD)			
Reference No.	I354.01	Type	Individual
Service	Fife Resource Solutions LLP		
Job Family	Professional 2	Grade	FC8

Purpose
<p>To lead and manage a team, including FRS employees and contractors, to ensure the delivery of a safe, environmentally compliant, consistent, high quality and commercially focused service at a technically complex organic waste treatment and renewable power facility that is unique in the UK.</p> <p>To apply expert technical and health and safety knowledge to analyse and resolve complex problems, providing innovative and practical outcomes that protects the health and safety of employees and others, and meets the needs of FRS, Fife Council and customers.</p>

Task or Responsibility - for this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - criteria can apply to more than one task or responsibility.	E	D
Leading and managing a designated team, making sure that strategies and priorities are set, service levels, customer satisfaction and operating margins (i.e. gross profit) are continually improved, and work-plans deliver to agreed priorities.	<p>Educated to SCQF Level 9, which includes a Degree or equivalent in an engineering discipline</p> <p>Membership of Chartered Institution of Wastes Management</p> <p>Substantial experience at an appropriate level within the waste management industry or heavy industrial setting</p> <p>Knowledge of strategic thinking with experience of translating strategy into deliverable plans</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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	Team working skills (Work together - See 'How We Works Matters' Framework)		
Providing professional leadership and support to team, and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge sharing within and across teams in FRS.	Leadership skills Experience of supporting staff development Management skills Ability to provide a regular and effective service	✓ ✓ ✓ ✓	
Developing and maintaining good employee relations in partnership with employees and relevant Trade Unions through informal and formal processes of communication, consultation and involvement.	Conflict handling skills	✓	
Monitoring and reviewing management systems, employee and contractor performance, including responsibility for managing employee absence, employee development and disciplinaries up to Second Formal Warning, all in accordance with Fife Council Policies and Procedures.	Knowledge of Fife Council's Managing Change, Attendance Management, Disciplinary and Recruitment policy and procedures Organisational skills	✓ ✓	✓
Providing a dry anaerobic digestion (AD) and compost service for Category 3 (catering and non-catering) Animal By-Products and green garden waste, including one PAS 100 accredited waste stream and control of leachate and percolate.	Detailed knowledge of the facility O&M Manual COTC: Managing Treatment Operations Biodegradable Waste (SVQ level 4/SCQF level 8) HNC in Sustainable Resource Management (SCQF level 7) Customer service skills (Focus on customers)	✓ ✓ ✓ ✓	✓ ✓

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Ensuring that all activities are carried out in accordance with the requirements of prevailing environmental legislation, Pollution Prevention Control (PPC) Permits, Management Plans, PAS 100 and planning permissions.	Knowledge of PAS 100 process and HACCP Knowledge of planning process, PPC Permit application process, variation applications, operating under a PPC regime and of the Scottish Environment Protection Agency's (SEPA) compliance assessment scheme Knowledge and operation of supervisory control and data acquisition (SCADA) systems	 ✓ ✓	 ✓
Demonstrating effective leadership in creating and promoting a culture of environmental excellence.			
Leading on the development of modifications to equipment and processes to improve operations for team and customers.			
Managing the work of the team to ensure the provision and co-ordination of services that meet the priorities and demands within the available resources.			
Optimising of vehicle, plant and operator efficiency of all facilities and processes.			
Ensuring that the animal by-products hazard analysis and critical control points (HACCP) as approved by the Animal Plant & Health Agency (APHA) is complied with in all aspects.	Knowledge of Animal By-Products Regulations HACCP	✓	
Ensuring compliance with statutory, regulatory and governance requirements, in a heavily regulated sector, with particular focus on the management of health and safety and protection of the environment.	National Examination Board in Occupational Safety and Health (NEBOSH) General Certificate Comprehensive knowledge of relevant legislation and other statutory requirements, with particular focus on health and safety and environmental protection legislation, guidance and approved codes of practice Presentation skills	✓ ✓ ✓	

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Demonstrating strong effective leadership of health and safety within the business unit, which is based around planning, monitoring and reviewing health and safety management.	Specific knowledge of HASAW Act, etc. 1974. Management of Health and Safety at Work Regulations 1999, including Confined Spaces Regulations, Personal Protective Equipment at Work Regulations, Provision and Use of Work Equipment Regulations, Workplace (Health, Safety and Welfare) Regulations and Manual Handling Operations Regulations as amended	✓	
Ensuring that the health and safety policy is an integral part of the business unit's culture and that the policy remains a 'live' document able to respond to health and safety issues and that this is communicated to all employees.			
Ensuring that effective management systems and practices are in place to deal with risks sensibly, responsibly and proportionately by ensuring adequate resources are available, obtaining competent advice, risk assessments are carried out and employees are involved in health and safety decisions.	Knowledge to compile suitable and sufficient risk assessments and knowledge of process	✓	
Ensuring that monitoring and report mechanisms are relevant that cover preventative information, audits, changes in procedures or processes and that procedures are in place to implement new legal requirements.			
Ensuring that the review process examines the policy so that it reflects the organisation's priorities, plans, targets and actions to address weaknesses or shortcomings.			
Leading the Mechanical and Electrical Engineers, Operations Supervisors and Waste Management Operatives in the development of new and amended risk assessments, safe systems of work and standard operating procedures.	Delegation skills	✓	
Training of staff to act as a rescue team, so they can use the relevant equipment in the correct manner, be aware of the risks and control measures to allow them to rescue people from a hazardous situation safely.	Communication skills	✓	
	Team building skills	✓	

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Develop and conduct rescue practice scenarios to maintain skill and knowledge levels within the team.	Confined spaces trained (CCNSG/FAAW)	✓	
Providing leadership to employees, contractors and visitors in relation to health, safety and environmental compliance ensuring that activities are managed in such a manner as to minimise risk.	Knowledge of gases and the risks they pose within an AD environment and the control mechanisms that can be used to mitigate risks	✓	
Planning and scheduling work activities for up to one year in advance, including management of an internal and external workforce, workforce planning, engagement and direction of contractors and the planning of financial and physical resources.	Experience of staff management of a team, including contractors	✓	
Monitoring and review of management systems, includes management of proprietary computerised SCADA systems that are unique to the facility and not supported by Fife Council IT professionals.	IT skills, including ability to manage specialist software that is not supported by Fife Council (Embrace technology and information)	✓	
Developing and reviewing Operations and Maintenance Manual, standard operating procedures and maintenance schedules for a highly complex, and potentially very dangerous industrial process that is unique in the UK.			
Managing project teams to deliver improvements to the design, construction and operation of the facility, and addressing critical, complex challenges that may impact on health and safety and/or operational performance. The causes are not always clear, and delivering solutions may require application of novel techniques and technologies.	Project management skills Problem solving skills (Deliver results) Research skills	✓ ✓ ✓	
Liaising and negotiating with the AD Plant design and build contractor, and the technology intellectual property holder to assist in identifying the cause of operational problems, including the under-performance of key M&E equipment and infrastructure, and to secure approval to modify aspects of the facility and/or operation without affecting warranties or impinging on intellectual property rights.	Knowledge to manage conflicting demands Experienced in managing contractors Skilled negotiator (particularly in relation to relationships with contractors) Initiative taking skills (Take ownership)	✓ ✓ ✓ ✓	

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	Knowledge of cultural differences between UK and Germany (the country of the technology provider)		✓
Assisting Mechanical Engineer with a number of maintenance/servicing tasks within the plant, including confined spaces.			
Leading on the management of an annual revenue budget and being responsible for monitoring that budget.	Financial management skills	✓	
Leading on the development of an annual capital budget and assisting the Service Manager in managing this budget.			
Optimising the commercial opportunities of the AD Plant to maximise net income from the production of methane and compost from organic waste and minimising unnecessary expenditure.	Detailed knowledge of the capabilities and limitations of the facility	✓	
	Detailed knowledge of the operational and output impact of changes to plant feedstocks	✓	
	Detailed knowledge of market requirements in relation to compost quality		✓
	Detailed knowledge of size and scale of regional market for compost		✓
Contributing to the development of Fife Council strategies relating to waste management.	Experience in development and management of waste technologies and/or renewables or equivalent	✓	
Developing a network of key contacts, which will support the future success of the business unit and the wider FRS, including potential new commercial customers, other local authorities and private waste management companies.	Partnership working skills	✓	
Developing strong and effective working relationships with Fife Council, SEPA, APHA and other organisations where such links are of benefit.	Experience in specific areas of the resource management sector or equivalent	✓	

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Delivering presentations to organisations and interested public organisations on the operation of the plant and educate the audience on feedstock optimisation.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional Tasks or Responsibilities - this is a generic role, however, this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check Required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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Additional Information - the following information is available:

- Skills Framework (if applicable)
- How We Work Matters

Expected Behaviours - it is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results